
Billing Code: 4710-05

Department of State

Public Notice

**Bureau of Educational and Cultural Affairs (ECA) Request
for Grant Proposals:** Open Competition for Professional
Fellows Program

Announcement Type: New Grant

Funding Opportunity Number: ECA/PE/C-12-01

Catalog of Federal Domestic Assistance Number: 19.415

Fiscal Year Funds: 2012

Application Deadline: March 27, 2012

Executive Summary: The Professional Fellows Division in the Bureau of Educational and Cultural Affairs' Office of Citizen Exchanges announces an open competition for grants to conduct the Professional Fellows Program (PFP) in Africa (AF), East Asia (EAP), Europe (EUR), the Near East and North Africa (NEA), South Central Asia (SCA) and the Western Hemisphere (WHA). The Professional Fellows Program is a global exchange program designed to strengthen leadership capacity and professional skills for mid-level professionals. U.S. public and non-profit organizations meeting the provisions described in Internal Revenue code

section 26 U.S.C. 501(c) (3) may submit proposals that focus on one of the following three themes: 1) Economic Empowerment, 2) Media, and 3) Legislative Process and Governance.

I. Funding Opportunity Description:

I.1 Authority

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

I.2 Purpose and Program Description

The Professional Fellows Program provides opportunities for mid-level professionals (approximately 25-40 years of age) to participate in substantive professional development activities in the United States working closely with U.S. counterparts in exchanges that support the following broad goals: 1) promote mutual understanding and lasting, mutually beneficial partnerships between key professionals and organizations in the United States and their counterparts in eligible countries; 2) provide foreign participants an opportunity to gain knowledge of U.S. practices and techniques in their field of expertise, explore governance principles and practices in both public and civil society institutions in the United States, and gain a deeper understanding of U.S. society, culture, and people; 3) provide U.S. participants the opportunity to share their professional expertise with foreign counterparts and gain a deeper understanding of professional practices, societies, and cultures in other countries.

Each exchange must focus on one of the following three themes: 1) Economic Empowerment, 2) Media, and 3) Legislative Process and Governance.

Proposed projects must be two-way exchanges which must focus on one of the following three themes: 1) Economic Empowerment; 2) Media; and 3) Legislative Process and Governance. Each exchange must involve both U.S and foreign participants in roughly equivalent numbers and should take place over a two-year period. Foreign participants will travel to the U.S. for four-six week exchanges, culminating in a Professional Fellows Congress to be held in Washington, D.C. They will be current and potential leaders in government, private sector, and civil society with a demonstrated record of public service, and with an interest in effecting positive change in their institutions and communities. U.S. participants will be selected primarily from those individuals who act as hosts/mentors to the foreign Fellows during their U.S. stay. After the U.S.-based Fellowships are completed, these U.S. participants will travel overseas to the Fellows' home countries for on-site consultancies and joint programming with foreign participants and their colleagues.

Eligible countries and descriptions of each theme are provided in Section I.7 below. Important: Proposals that target themes and/or countries not specifically mentioned in this Request for Grant Proposals will be considered technically ineligible. ECA reserves the right to modify the final list of participating countries and to reduce, revise or increase participant numbers and final proposal budgets in accordance with the needs of the program and the final availability of funds.

Applicants may submit only one proposal under this competition. If an applicant submits multiple proposals, each of these submissions will be declared ineligible and receive no further consideration in this competition. Approximate award amounts are anticipated to be between \$350,000 to \$500,000 for approximately 35 to 50 participants.

As a result of the program it is anticipated that U.S. and foreign participants will develop enhanced leadership and professional skills, demonstrate a strengthened commitment to public service, be more able to effect positive change in their workplaces and communities, and promote enduring

long-term engagement between their home organizations and foreign counterparts.

I.3.Participants. "Participants" are defined as those who travel under grant funding from their country of origin to a designated exchange country. While it is acceptable to have more foreign than American participants under this program model, applicants are encouraged to include approximately equal numbers of American and foreign participants to emphasize the reciprocal nature of the program.

Foreign participants should be selected through an open merit-based, competitive process in consultation with the Public Affairs Section of the relevant U.S. Embassies. They should be up-and-coming, mid-level professionals with leadership potential in government, the private sector, or civil society with experience and current employment related to one of the following three program themes: 1) Economic Empowerment, 2) Media, and 3) Legislative Processes and Governance. All selected participants must be proficient in written and oral English, self-directed, able to work effectively in a cross-cultural setting, and have demonstrated leadership abilities. U.S. participants

should have demonstrated expertise in one of the three thematic areas and have significant engagement with the foreign participants during their U.S. Fellowships. If appropriate and feasible, Fellowship placements will be arranged for U.S. participants to learn from their counterparts and share their professional expertise. This programming could also include outreach activities, engaging the local media, and giving presentations to wider audiences.

I.4. Partner Organizations. Applicants must identify the U.S.-based and foreign-based organizations and individuals with whom they propose to collaborate and describe previous cooperative activities, if any.

I.5. Project Outputs. Successful grant applicants must fully demonstrate a capacity to provide the following project outputs:

I.5a. Recruit participants. The grant recipient will recruit and select qualified individuals from throughout the target country(ies) for two cohorts of both U.S. and foreign Fellows. Foreign participants should be selected, with the knowledge and participation of the Public Affairs Section (PAS) of the U.S. Embassy, through an open, merit-

based, competitive process. Unless an organization has its own presence in the target country(ies), an in-country or regional partner organization should be designated to coordinate participant screening, selection, and orientation prior to their departure for the United States. While the PAS should be involved in participant selection, full responsibility for project coordination and implementation lies with the grantee organization.

I.5b. Secure Fellowship placements. The grant recipient must secure a substantive and relevant Fellowship placement for each foreign participant well in advance of the participant's arrival in the United States. Those proposals that include letters of commitment from prospective U.S. host organizations will be deemed more competitive.

I.5c. Conduct two rounds of Fellowships in the United States. The grant recipient will be responsible for arranging four- to six-week Fellowships in the United States for foreign participants. Fellowships should be designed to offer the maximum hands-on experience for all participants within relevant agencies and/or organizations. One placement that allows the participant to get an insider look and feel of the organization is preferable to serial, short-term placements with several organizations. The

purpose of each placement is to provide a first-hand experience of the day-to-day workings of a relevant U.S. workplace and an opportunity for the participant to form professional and personal relationships with U.S. co-workers. While some group activities may be appropriate, site visits where the participants get only a brief glimpse of a variety of organizations should be kept to a minimum. Theoretical lectures offered in a classroom setting should be balanced with experiential learning and grounded in real work-life experience as appropriate for adult learners.

I.5d. Conduct two rounds of outbound programs for U.S. participants in the target countries. The recipient will arrange two to three weeks of overseas travel for U.S. participants to conduct on-site consultations and joint programming with foreign participants and their colleagues. If appropriate and feasible, the recipient will arrange Fellowship placements in the partner country for U.S. participants to learn from their counterparts and share their professional expertise. Proposals should present a practical and achievable work plan for the U.S. participants while they are with the home organizations of the foreign Fellows. Activities should focus on building the sustainability of the Fellows' professional and

institutional relationships beyond the grant period. While most U.S. participant travel should be scheduled after their foreign counterparts have completed their Fellowships in the United States, having the American participants travel overseas before the Fellows travel to the United States may sometimes be advantageous to the project. Proposals should provide a travel schedule for all U.S. participants and the timing of their travel explained in the proposal.

I.5e. Engage with participants via social networks.

Proposals should include ways to engage participants in networking from the time they are identified, through the life of the project and beyond. The proposal should address organizational(grantee) plans to create a dynamic on-line environment with substantive content that engages participants in on-going group discussions on programmatic themes as they relate to the participants' experience in the United States and their home countries. These plans should include, but do not need to be limited to utilizing the ECA Alumni website, a proprietary social networking site for the exclusive use of ECA program participants, grantee organizations, and ECA program staff.

I.5f. Facilitate the visa process. The grant recipient will work with ECA and the PAS to procure U.S. visas for foreign participants and work directly with the foreign embassy of the partner country to arrange visas for U.S. travelers. The recipient will collect and deliver to ECA all biographical information from foreign participants necessary to complete the DS-2019 form required for J-1 visas.

I.5g. Arrange all round-trip international travel. The recipient will comply with all federal regulations regarding the use of U.S. government funds including the Fly America Act. These regulations apply to both U.S. and foreign travelers.

I.5h. Conduct a Pre-Departure Orientation for all Fellows. The grantee will be responsible for conducting pre-departure orientations for both foreign and U.S. participants prior to their departure from their home countries. Grantee organizations should coordinate closely with U.S. Embassy Public Affairs Sections in orienting foreign participants. A comprehensive orientation for foreign participants upon their arrival in the United States is also highly recommended. Orientation topics should include an overview of travel logistics, arrival

information, J-1 visa regulations, programmatic expectations, as well as issues related to U.S. culture, and their Fellowship programs. Their orientation should provide not only information on their Fellowship placements and logistics but also cover more day-to-day considerations for working and living in the United States, such as information on the community where they will be located, cross-cultural issues, standards of conduct, etc. Project goals, performance measurements, a calendar of events and the Fellows' place in the wider project and program should also be discussed.

I.5i. Facilitate foreign Fellows' participation in two Professional Fellows Congresses. At the conclusion of each round of foreign Fellowship placements, the grantee will coordinate with ECA, the CPIO (the Congress Planning and Implementing Organization, determined through a separate competition), and other PFP grant recipients in implementing a Spring and Fall Professional Fellows Congress in Washington, DC, for all Professional Fellows from foreign countries. The Congress is intended to provide the Fellows:

- the opportunity to network with colleagues from around the world, share their own U.S. experiences and learn about the experiences of others;
- a contextual framework for understanding the “Fellowship experience”, the broader exchange program, and civil society issues as they pertain to individual professional backgrounds and expertise;
- substantive dialogue to examine the interplay of government and civil society;
- a deeper understanding of leadership and the ways an individual, organization, or interest group can generate change for the common good; and
- an enhanced appreciation of the importance of public diplomacy in the global community and the role of the individual as a cultural ambassador.

Proposals must indicate a willingness and ability to participate in regularly scheduled planning meetings for the Congresses via teleconference and/or on-line forum with ECA, the CPIO, and other grantee organizations. This ability and willingness to work collaboratively is critical to making each Congress a meaningful and significant

capstone that ties seamlessly with individual projects and the participants' experience. For example, applicant organizations will be expected to assist in such activities as identifying possible speakers, facilitating conference sessions, and other related actions.

I.5j. Monitor, evaluate, and report on the project. The Department of State places high importance on monitoring and evaluation as a means of ensuring and measuring a project's success. Proposals must include a detailed monitoring and evaluation plan that assesses the impacts of the project, including those on the participant, for his/her organization, and, to the extent possible, for the community. Grantees will also be expected to assist with administering ECA pre- and post-surveys to all participants.

Please refer to section. IV.3d.3. Project Monitoring and Evaluation below for further guidance.

I.5k. Conduct Re-entry program. The proposal should include plans for highlighting and sharing Fellows' U.S. experience with the Embassy PAS upon their return home, either through in-person meetings, virtual platforms, or a combination of media.

I.5l. Carry out post-Fellowship engagement. Proposals should include concrete plans for developing innovative and sustainable enhancement activities that reinforce project goals after the participants' return to their home country.

I.5m. Manage all financial aspects of the project.

Proposals should include a description of plans for budget oversight and management of project activities, including participant costs and transparent arrangements of sub-grant relationships with partner organizations, if applicable.

IMPORTANT: Travel to and from Washington, DC, for the Spring and Fall Fellows Congresses must be included in each proposal budget. All local transportation, food, and lodging for all participants and grantee staff while in Washington will be covered under a separate grant.

Therefore, these expenses should NOT be included in individual budgets. Please see IV.3e for further details.

I.6. Projected Timeline. ECA envisions the Professional Fellows calendar as follows:

Summer/Fall 2012	Planning for first foreign cohort travel to U.S. (participant recruitment, selection; J-1 visas; arranging Fellowship placements, etc.)
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Mar/Apr 2013	Travel to the U.S. by the first cohort of foreign participants for four- to six-week Fellowships.
May 6-10, 2013	Enrichment component in Washington, DC, at the end of the U.S. stay that includes a Fellows Congress for all Spring 2013 Fellows.
Spring 2013	Planning for first U.S. cohort travel abroad (schedule, flights visas; etc.)
Summer 2013	Travel by the first cohort of U.S. participants overseas for two to three weeks. Planning for second foreign cohort travel to U.S.
Sept/Oct 2013	Travel to the U.S by second cohort of foreign participants.
Oct. 21-25, 2013	Enrichment component in Washington, DC,

at the end of the U.S. stay that includes a Fellows Congress for all Fall 2013 Fellows.

Fall 2013	Planning for second U.S. cohort travel abroad.
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Winter 2013/14	Travel by the second cohort of U.S. participants overseas for two to three weeks.
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I.7. Themes and Eligible Countries. For all three of the themes listed below, proposals should include countries from only one of the six geographic regions listed. Multi-country projects are preferred, and proposals should include a justification as to why the particular combination of countries was chosen. As noted previously, ECA reserves the right to modify the final list of participant countries included in any resulting grant.

I.7a. Economic Empowerment

Economic Empowerment Fellowships will engage small and family business owners, business professionals, business development activists and social entrepreneurs and

educators to learn best practices in business, and engage in dialogue with their peers. Fellows will be given the opportunity to complete individually tailored Fellowships in appropriate businesses, government offices, or business associations and organizations so they might expand their businesses and provide increased employment opportunities in their respective communities. Proposals should focus on conditions that allow for and promote economic growth. Proposals that target youth, women and marginalized populations (e.g., indigenous people, Afro-descendants, disabled individuals) will be deemed more competitive.

Proposals submitted under this theme might include an emphasis on:

- Conditions that promote increased participation in the global economy
- Promotion of sustainable and inclusive community economic development
- Linkages between entrepreneurial activity and free markets
- Transparency and accountability in business and government

Eligible Countries/Territories for Economic Empowerment:

AF: South Africa, Tanzania

EAP: Cambodia, Laos, Thailand, Vietnam

EUR: Armenia, Albania, Azerbaijan, Bosnia,
Bulgaria, Croatia, Georgia, Hungary,
Kosovo, Macedonia, Moldova, Montenegro,
Romania, Russia, Serbia, Slovakia,
Slovenia, Turkey, Ukraine

NEA: Egypt, Tunisia, Libya, Iraq, a
combination of Israel-Palestinian
Territories

SCA: Afghanistan, Kazakhstan, Kyrgyzstan,
Tajikistan, Turkmenistan, Uzbekistan

WHA: At least one country per sub-region
preferred.

North America: Mexico

Caribbean: Dominican Republic, Suriname

Central America: Costa Rica, El Salvador,

Guatemala, Honduras, Panama

South America: Brazil, Chile, Colombia,

Peru, Uruguay

Approximate Grant Award: \$350,000 to \$500,000

Approximate number of participants per award: 35 to 50

I.7b. Media

Media Fellowships will engage communications professionals from various media including print, radio, television, and internet. Fellows will be offered professional development opportunities in journalism and communications, with a focus on professional practices in the United States and how journalists and media specialists exercise their responsibilities ethically and effectively. The program would also establish structured interaction among American and foreign participants designed to develop enduring professional ties and lasting partnerships, and provide an opportunity for all participants in the program to do reporting on the exchange itself as well as on the countries and individuals involved.

Proposals submitted under this theme might include an emphasis on:

- Objectivity and ethics in print and broadcast journalism
- Strengthening journalism education
- Skill development for practicing journalists
- The capacity of independent radio stations to broadcast news, information, and entertainment that help citizens understand democratic principles and values and the importance of their participation in civil society
- Developing a social media strategy
- Using mobile technology in countries with limited bandwidth

Eligible Countries/Territories for Media:

AF: Ghana, Kenya, Nigeria, Uganda

EAP: Burma, Cambodia, Korea, Taiwan, Thailand,
Timor-Leste, Vietnam

EUR: Armenia, Albania, Azerbaijan, Bosnia,
Bulgaria, Estonia, Croatia, Georgia,
Hungary, Kosovo, Latvia, Lithuania,

Macedonia, Moldova, Montenegro, Romania,
Russia, Serbia, Slovakia, Slovenia,
Turkey, Ukraine

NEA: Egypt, Tunisia, Libya, Iraq, a
combination of Israel-Palestinian
Territories

SCA: Afghanistan, Bangladesh, Kazakhstan,
Pakistan

WHA: Costa Rica, El Salvador, Guatemala,
Honduras, Mexico, Nicaragua, and Panama

Approximate Grant Award: \$350,000 to \$500,000

Approximate number of participants: 35 to 50

I.7c. Legislative Process and Governance

Legislative Process and Governance Fellowships will engage professionals actively involved in the legislative process and/or policy-making through their work in government, civic education organizations, citizen advocacy groups, political campaigns, political parties, or election

monitoring organizations. Fellowships will provide participants the opportunity to examine the relationship between civil society and government and how respective agencies and organizations work to strengthen citizen participation, transparency and accountability. Fellows will receive hands-on exposure to various levels of government through carefully considered full-time placements in national legislative offices (including state/district offices), state legislatures, state or local government offices, advocacy groups or other relevant organizations.

Proposals submitted under this theme might include an emphasis on:

- Citizen participation and advocacy (NGO/civil society development)
- The role of women, minorities, and marginalized populations in civil society and politics
- Transparency, accountability, and the rule of law
- Strengthening the professionalism and independence of the judiciary
- Alternative dispute resolution

Eligible Countries/Territories for Legislative Process and
Governance:

AF: Angola and Mozambique or Democratic
Republic of Congo and Senegal

EAP: Burma, Cambodia, China, Marshall Islands,
New Zealand, Thailand, Timor Leste

EUR: A multi-country project including any of
the countries in either Group 1 or Group
2:

Group 1) Armenia, Azerbaijan, Georgia,
Moldova, Russia, Turkey, Ukraine

Group 2) Albania, Bosnia, Bulgaria,
Estonia, Croatia, Hungary, Kosovo, Latvia,
Lithuania, Macedonia, Montenegro, Romania,
Serbia, Slovakia, Slovenia

NEA: Egypt, Tunisia, Libya, Iraq, a combination
of Israel-Palestinian Territories

SCA: Afghanistan, Bangladesh, Bhutan, India,
Kazakhstan, Kyrgyzstan, Maldives, Nepal,
Pakistan, Sri Lanka, Tajikistan,
Turkmenistan, Uzbekistan

WHA: Must include participants from Mexico and
Brazil, and at least six additional
countries from the following list,
including representatives from two
Caribbean, two Central American, and two
South American countries.

North America: Mexico

Caribbean: Dominican Republic, Haiti,
Jamaica

Central America: El Salvador, Guatemala,
Honduras, Nicaragua

South America: Argentina, Bolivia, Brazil,
Colombia, Ecuador, Paraguay, Peru,
Venezuela

Approximate Grant Award: \$350,000 to \$500,000

Approximate number of participants: 35 to 50

I.7d Contact Information by Region. The following program officers are available to answer questions on programs in the various regions:

AF: Curtis Huff	NEA: Steve Ramirez
(202) 632-6053	(202) 632-6071
HuffCE@state.gov	RamirezJS@state.gov
EAP: Adam Meier	SCA: Karin Brandenburg
(202) 632-6067	(202) 632-9368
MeierAW2@state.gov	BrandenburgKL@state.gov
EUR: Linnéa Allison	WHA: Carol Herrera
(202) 632-6060	(202) 632-6054
AllisonLE@state.gov	HerreraCA1@state.gov

I.8. What to Include in Your Proposal

I.8a. Executive Summary. The Executive Summary should be one page in length and include: the project title (a descriptive title that describes the type of Fellows and countries involved), the goals of the project, the names of all partner organizations responsible for project implementation, the numbers of participants, both foreign and American, and the number of proposed exchanges and

approximate dates and placement sites in both the U.S. and foreign countries.

I.8b. Proposal Narrative. In 20, double-spaced pages the narrative should include:

I.8b.1. Project Goals, Objectives, Anticipated Outcomes. A clear, succinct statement of project goals, objectives and anticipated outcomes that expand upon Profession Fellows program goals as stated in section I.2 of this RFGP.

Objectives should be described in specific, measurable, and realistic terms that are achievable within the scope of the project, both in terms of time and funding. They should be framed from the participant perspective, i.e., "By (time), the participants will..." Please refer to section IV.3d.3.

Project Monitoring and Evaluation for guidance in identifying and defining outcomes.

Proposals that clearly delineate salient objectives in measurable terms and plan activities in a sequence that will progressively lead to achieving those objectives will be considered more competitive.

I.8b.2. Project Management Plan. A simple project management plan for the two-year life of the project that lists, in table format, outputs (major events or tasks

performed by the grantee organization or partners), dates and the person or group responsible.

I.8b.3. Background Information on Implementing

Organizations. Information on all organizations and staff involved in the implementation of the project including the mission, relevant expertise in the project theme and country(ies), past activities and accomplishments, on-going and planned activities not including the proposed project. Previous grants received from the Bureau should be listed by office (Citizen Exchanges, International Visitors, Academic Exchanges, etc.), project name, countries, year, and amount.

I.8b.4. Roles and Responsibilities. A clear delineation of the roles and responsibilities of all partner organizations in terms of project logistics, management, and oversight.

I.8b.5. Support of Diversity. A description on how the Bureau's policy on Support of Diversity will be integrated into all aspects of the project including but not limited to Fellowship placements, program materials, training methodology, etc. Please refer to guidance in the PSI under "Diversity, Freedom and Democracy Guidelines."

I.8b.6. Post-Fellowship engagement. The grant recipient will develop enhancement activities that reinforce project

goals after the participants' return to their home country. This includes encouraging Fellows' on-going involvement with the on-line Alumni community and helping them maintain and expand their ties to their Fellowship placement organizations.

I.8b.7. Evaluation Plan. The evaluation plan should measure the impact of the program in four ways: (1) assessment by participants of the conduct of the program, including accommodations, orientation, cultural activities, transportation, insurance, meals, etc; (2) measurement of the increase in knowledge or skills attributable to the program; (3) measurement of the participant's change in behavior; (4) measurement of the changes in behavior of organizations or groups with which the participant is associated.

The proposal must explain how these data will be collected. Ideally, for objectivity and precision, the grantee will employ a professional evaluator not associated with the grantee to collect and analyze data, draw conclusions, and make recommendations when warranted. At a minimum, the proposal should explain how the evaluator can be objective in conducting evaluation and drawing conclusions. Per the Department of State's Policy on Evaluation, the cost of an

evaluation should not exceed one percent (1%) of the total program contract or project costs.

Please refer to section IV.3d.3. "Project Evaluation" for further guidance.

Detailed evaluation plans that put the narrative over the 20-page limit and sample surveys or other evaluation tools may be included in TAB E.

I.8b.8. Budget. Please refer to section IV.3e in this document for allowable costs and the PSI for guidance on formatting your budget.

I.8b.9. Working with the ECA Office of Public Affairs and Strategic Communications and the Public Affairs Section. Proposals should include plans to work with ECA's Office of Public Affairs and Strategic Communications in developing a coordinated media and public outreach strategy to strengthen the identity, increase the program's visibility, and raise the public awareness of the Economic Empowerment Fellows Program, the Media Fellows Program, and the Legislative Process and Governance Program. All grantees will need to incorporate the Professional Fellows Program logo (provided by ECA) and give credit to ECA throughout all of its educational and outreach materials including its website with final approval by ECA.

Proposals should also include an articulated plan as to how the grantee plans to work closely with the Public Affairs Section of the U.S. Embassy in the relevant country(ies) to develop plans for project implementation, to select project participants, conduct outreach, and to invite representatives of the Embassy(ies) and/or consulate(s) to participate in project sessions or site visits. Proposals should include a plan for a scheduled debrief with Embassy representatives following the foreign participants' return to their home countries, and at the conclusion of the U.S. participants' visit.

I.8b.10. Acknowledging ECA's Financial Support. Proposals should indicate agreement to follow guidance in the PSI entitled "Acknowledgment of ECA's Financial Support and Use of the Department Seal." Proposals should also indicate agreement to use the "Professional Fellows Program" logo in all relevant program materials, applications, websites, and other related materials.

I.8b.11. Alumni Outreach. An acknowledgement to comply with "ECA's General Policy Guidance on Alumni Outreach/Follow-on and Engagement" provided in the PSI.

I.8c. Attachments

I.8c.1. Resumes. Resumes of principal staff of all partner organizations involved in the implementation of the project should be included in TAB E.

I.8c.2. Letters of Commitment and/or letters of support. Letters of commitment or support from partner organizations partner institutions should demonstrate a capacity to arrange and conduct U.S. and overseas activities and should also be included in TAB E.

I.8c.3. Project Materials. Materials that help demonstrate project design and implementation should be included in TAB E. These include:

1. Draft agendas of professional workshops, conferences and seminars including pre-departure, orientation and final conference activities
2. Draft application and recruitment materials
3. Draft selection and interview materials
4. Outline of proposed alumni programming including sample of small grant applications
5. Sample evaluation and survey instruments
6. Project management plan
7. Project promotional materials

I.8c.4. Unsolicited Documents. Attachments that do not directly address the proposed project (i.e., organization

brochures, pamphlets, unsolicited reports) are strongly discouraged.

II. Award Information

Type of Award: Grant Agreement

Fiscal Year Funds: FY 2012

Approximate Total Funding: \$8,300,000

Approximate Number of Awards: 15-20

Approximate Average Award: \$450,000. For those proposals that are submitted under the Legislative Process and Governance theme that include at a minimum six different countries, larger proposals, up to \$750,000, will be considered.

Anticipated Award Date: July 1, 2012

Anticipated Project Completion Date: June 30, 2014

III. Eligibility Information

III.1. Eligible applicants. Applications may be submitted by public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

III.2. Cost Sharing or Matching Funds. There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide

maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, applicant organizations must maintain written records to support all costs which are claimed as cost-sharing contributions, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110, (Revised), Subpart C.23 - Cost Sharing and Matching. In the event an applicant organization does not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

III.3. Other Eligibility Requirements

a.) Bureau grant guidelines require that organizations with less than four years experience in conducting international exchanges be limited to \$130,000 in Bureau funding. In order to implement exchanges under this competition, ECA anticipates awards will be in \$350,000 to

\$500,000 range. Therefore, organizations with less than four years experience in conducting international exchanges are ineligible to apply under this competition.

b.) Technical Eligibility: All proposals must comply with the following: (list requirements) or they will result in the proposal being declared technically ineligible and given no further consideration in the review process.

- Eligible applicants may not submit more than one proposal in this competition.
- If more than one proposal is received from the same applicant, all submissions will be declared technically ineligible and will receive no further consideration in the review process. **Please note:** Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

IV. Application and Submission Information

Note: Please read the complete announcement before sending inquiries or submitting proposals. Once the RFGP deadline has passed, Bureau staff may not discuss this competition

with applicants until the proposal review process has been completed.

IV.1 Contact Information to Request an Application Package:

Please contact David Gustafson in the Office of Citizen Exchanges, Professional Fellows Division, SA-5, 3rd Floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 200522-0503, phone: (202) 632-6083, fax: (202) 632-9355, email: professionalexchange@state.gov to request a Solicitation Package. Please refer to the Funding Opportunity Number ECA/PE/C-12-01 located at the top of this announcement when making your request.

Alternatively, an electronic application package may be obtained from grants.gov. Please see section IV.3f for further information.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document which consists of required application forms, and standard guidelines for proposal preparation.

IV.2. To Download a Solicitation Package Via Internet:

The entire Solicitation Package may be downloaded from the Bureau's website at <http://exchanges.state.gov/grants/open2.html>, or from the Grants.gov website at <http://www.grants.gov>.

Please read all information before downloading.

IV.3. Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under IV.3f. "Application Deadline and Methods of Submission" section below.

IV.3a. Applicants are required to have a Dun and Bradstreet Data Universal Numbering System (DUNS) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access <http://www.dunandbradstreet.com> or call 1-866-705-5711.

Please ensure that the applicant's DUNS number is included in the appropriate box of the SF - 424 which is part of the formal application package.

IV.3b. All proposals must contain an executive summary, proposal narrative and budget.

Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document for additional formatting and technical requirements.

IV.3c. All federal award recipients must maintain current registrations in the Central Contractor Registration (CCR) database. Recipients must maintain accurate and up-to-date information in the CCR until all program and financial activity and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. Failure to register in the CCR will render applicants ineligible to receive funding.

Applicants must have nonprofit status with the IRS at the time of application. **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- 1) Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

2) Those who do not file IRS Form 990 must submit

information above in the format of their choice.

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

If the applicant organization is a private nonprofit which has not received a grant or cooperative agreement from ECA in the past three years, or if it has received nonprofit status from the IRS within the past four years, please submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause the proposal to be declared technically ineligible.

IV.3d. Please take into consideration the following information when preparing your proposal narrative:

IV.3d.1. **Adherence To All Regulations Governing The J Visa**

The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this RFGP, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR 62, organizations receiving awards (either a grant or cooperative agreement) under this RFGP will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's compliance with" 22 CFR 62. Therefore, the Bureau expects that any organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq. The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by recipient organizations and program

participants to all regulations governing the J visa program status. Therefore, proposals should explicitly state in writing that the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62. If the applicant organization has experience as a designated Exchange Visitor Program Sponsor, the applicant should discuss its record of compliance with 22 CFR 62 et. seq., including the oversight of its Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The Office of Citizen Exchanges of ECA will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://exchanges.state.gov> or from:

Office of Designation, Private Sector Programs Division

U.S. Department of State

ECA/EC/D/PS, SA-5, 5th Floor

2200 C Street, NW

Washington, DC 20037

IV.3d.2 **Diversity, Freedom and Democracy Guidelines**

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including, but not limited to ethnicity, race, gender, religion, geographic location, socio-economic status, and disabilities. Applicants are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Please refer to the review criteria under the 'Support for Diversity' section for specific suggestions on incorporating diversity into the submitted proposal. Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate

influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

IV.3d.3. **Program Monitoring and Evaluation**

Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that the submitted proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge. Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. The proposed evaluation plan should include a description of the project's objectives, anticipated

project outcomes, and how and when the applicant intends to measure these outcomes (performance indicators). The more that outcomes are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. The applicant should also show how project objectives are linked to the goals of the Professional Fellows Program described in this RFGP.

Your monitoring and evaluation plan should clearly distinguish between program outputs and outcomes. Outputs are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. Outcomes, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

The applicant is encouraged to assess the following four levels of outcomes, as they relate to the program goals set

out in the RFGP (listed here in increasing order of importance):

1. **Participant satisfaction** with the program and exchange experience.
2. **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
3. **Participant behavior**, concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
4. **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

Please note: Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as

a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes. Overall, the quality of the applicant's monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes will be measured; and 4) provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups).

(Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)

Recipient organizations will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

IV.3e. Please take the following information into consideration when preparing your budget:

IV.3e.1. Applicants must submit SF-424A - "Budget Information - Non-Construction Programs" along with a comprehensive budget for the entire program. There must be

a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

IV.3e.2. Allowable costs. Allowable costs for the project include the following:

IV.3e.2a. Travel. International and domestic airfare; airline baggage and seat fees; visas; transit costs; ground transportation costs. Please note that all air travel must be in compliance with the Fly America Act. There is no charge for J-1 visas for participants in Bureau sponsored projects.

IV.3e.2b. Per Diem. For U.S.-based programming, organizations should use the published Federal per diem rates for individual U.S. cities. Domestic per diem rates may be accessed at:

<http://www.gsa.gov/portal/category/21287>. ECA requests applicants to budget realistic costs that reflect the local economy and do not exceed Federal per diem rates. Foreign per diem rates can be accessed at:

http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

IV.3e.2c. Book and Cultural Allowances. Foreign participants are entitled to a one-time cultural allowance of \$150 per person, plus a book allowance of \$50.

Interpreters should be reimbursed up to \$150 for expenses when they escort participants to cultural events. U.S. project staff, trainers or participants are not eligible to receive these benefits.

IV.3e.2d. Consultants. Consultants may be used to provide specialized expertise or to make presentations. Honoraria rates should not exceed \$250 per day. Organizations are encouraged to cost-share rates that would exceed that figure. Subcontracting organizations may also be employed, in which case the written agreement between the prospective grantee and sub-grantee should be included in the proposal. Such sub-grants should detail the division of responsibilities and proposed costs, and subcontracts should be itemized in the budget.

IV.3e.2e. Room rental. The rental of meeting space should not exceed \$250 per day. Any rates that exceed this amount should be cost shared.

IV.3e.2f. Materials. Proposals may contain costs to purchase, develop and translate materials for participants. Costs for high quality translation of materials should be

anticipated and included in the budget. Grantee organizations should expect to submit a copy of all project materials to ECA, and ECA support should be acknowledged on all materials developed with its funding.

IV.3e.2g. Supplies. Applicants may propose to use grant funds to purchase supplies, such as computers and printers; supply costs should be justified in the budget narrative. Costs for furniture are not allowed.

IV.3e.2h. Working meal. One working meal may be provided during each U.S.-based or foreign-based travel component. Per capita costs may not exceed \$45/person, excluding room rental. The number of invited guests may not exceed participants by more than a factor of two-to-one.

IV.3e.2i. Return travel allowance. A return travel allowance of \$70 for each foreign participant may be included in the budget. This allowance would cover incidental expenses incurred during international travel.

IV.3e.2j. Re-entry Seminars. Costs related to providing foreign participants a re-entry seminar may include per diem, hotel accommodations, material development, and other related expenses.

IV.3e.2k. Health Insurance. The grant recipient will be responsible for enrolling foreign and U.S. participants in

the program by the ECA-sponsored Accident and Sickness Program for Exchanges (ASPE). The premium is paid by ECA and should not be included in the grant proposal budget. Applicants may include costs for travel insurance for U.S. and foreign participants in the budget.

IV.3e.2l. Wire transfer fees. When necessary, applicants may include costs to transfer funds to partner organizations overseas. Grantees are urged to research applicable taxes that may be imposed on these transfers by host governments.

IV.3e.2m. In-country travel costs for visa processing purposes. Visas for foreign participants are provided by DOS and should not be included in the budget. Given the requirements associated with obtaining J-1 visas for ECA-supported participants, applicants should include costs for any travel associated with procuring visas, including travel for interviews, delivering or picking-up passports, etc.

IV.3e.2n. Administrative Costs. Costs necessary for the effective administration of the project may include salaries for grantee organization employees, benefits, and other direct and indirect costs per detailed instructions in the PSI. While there is no rigid ratio of administrative

to project costs, proposals in which the administrative costs do not exceed 25% of the total requested ECA grant funds will be more competitive under the cost effectiveness and cost sharing criterion, per item V.1 below. Proposals should show strong administrative cost sharing contributions from the applicant, the in-country partner and other sources.

IV.3e.2o: Professional Fellows Congresses, Washington, DC: Proposals should incorporate a minimum of three (3) nights in Washington, DC into their project plan in order for each group of participants to attend one of the Professional Fellows Congresses that will take place in spring (the week of May 6-10, 2013) and fall (the week of Oct. 21-25, 2013.) All logistics, including local transportation, hotel, and meals will be arranged and paid for through a separate grant that will cover expenses for all participants and staff attending the Professional Fellows Congresses. Expenses for the Congress must not be included in your budget. The only allowable costs associated with the Washington, DC-based component are:

1. Travel to/from Washington, DC: We strongly encourage program managers to plan for the Congress to occur at the end of the Fellowship period and to send participants home

directly from the Washington area. If, for programmatic reasons, the Professional Fellows Congress must be scheduled before the Fellowships are completed, travel from Washington to the next U.S. site should be included in the budget.

2. Additional Time in Washington, DC: We strongly encourage program managers to take advantage of the opportunity to arrange meetings with government agencies and national organizations represented in the DC metro area that are relevant to the participants areas of expertise. If more than three nights are programmed, costs for lodging, meals, and miscellaneous expenses for all additional days/nights should be included in the budget.

3. Cultural/thematic programming: All expenses for cultural and relevant thematic activities programmed on additional time beyond the three nights set aside for the Professional Exchanges Congresses should be included in the budget.

Please refer to the Proposal Submission Instructions (PSI) for additional budget guidelines and formatting instructions.

IV.3f. APPLICATION DEADLINE AND METHOD OF SUBMISSION:

Application Deadline Date: March 27, 2012

Reference Number: ECA/PE/C-12-01

Method of Submission:

Applications must be submitted electronically through <http://www.grants.gov>.

Along with the Project Title, all applicants must enter the above Reference Number in Box 11 on the SF-424 contained in the mandatory Proposal Submission Instructions (PSI) of the solicitation document.

Complete solicitation packages are available at Grants.gov in the "Find" portion of the system.

PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov.

Please follow the instructions available in the 'Get Started' portion of the site (<http://www.grants.gov/GetStarted>).

Several of the steps in the Grants.gov registration process could take several weeks. Therefore, applicants should check with appropriate staff within their organizations immediately after reviewing this RFGP to confirm or determine their registration status with Grants.gov. Once registered, the amount of time it can take to upload an application will vary depending on a variety of factors

including the size of the application and the speed of your internet connection. In addition, validation of an electronic submission via Grants.gov can take up to two business days.

Therefore, we strongly recommend the applicant not wait until the application deadline to begin the submission process through Grants.gov.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "For Applicants" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system. ECA bears no responsibility for data errors resulting from transmission or conversion processes.

Direct all questions regarding Grants.gov registration and submission to:

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

Business Hours: Monday - Friday, 7AM - 9PM Eastern Time

Email: support@grants.gov

Applicants have until midnight (12:00 a.m.), Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the grants.gov system, and will be technically ineligible.

Please refer to the Grants.gov website, for definitions of various "application statuses" and the difference between a submission receipt and a submission validation.

Applicants will receive a validation e-mail from grants.gov upon the successful submission of an application. Again, validation of an electronic submission via Grants.gov can take up to two business days. Therefore, we strongly recommend that the applicant not wait until the application deadline to begin the submission process through Grants.gov. ECA will not notify you upon receipt of electronic applications.

It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.

IV.3g. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

V. Application Review Information

V.1. REVIEW PROCESS

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants) resides with the Bureau's Grants Officer.

V.2. REVIEW CRITERIA

Technically eligible applications will be competitively reviewed according to the criteria stated below. These

criteria are not rank ordered and all carry equal weight in the proposal evaluation:

1. Program planning and ability to achieve objectives:

Proposals should exhibit originality, substance, precision, and direct linkage to the goals of ECA/PE/C's Professional Fellows Response Program as well as relevance to the Bureau's mission of mutual understanding. Proposals should demonstrate a realistic and achievable scope that fits within the budgetary and time parameters set forth in the RFGP. A detailed plan should clearly demonstrate how project objectives would be achieved through the program activities, adhering to the program overview and guidelines described above. The substance of professionally-oriented programs and internships placement plans should be described in detail. Project objectives should be framed from the participant perspective, targeting participant satisfaction with the project, his/her learning and changes in behavior as a result of the project, and institutional change as a result of the participant having taken part in the project. A detailed agenda should demonstrate how and when these objectives will be achieved. Applicants should also provide details on any plans to conduct activities that reinforce project goals after the participants' return

to their home country after the Fellowship components of the project have concluded, in order to encourage participants' on-going involvement and for them to maintain and expand their ties to their Fellowship placement organizations. The project management plan should provide, in table format, outputs (major events or tasks by the grantee and/or partner organizations), dates, and the person or group responsible.

2. Support of diversity: Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both project administration (selection of participants, project venues and evaluation) and program content (orientation and wrap-up sessions, meetings, resource materials and follow-up activities). Applicants should demonstrate readiness to accommodate participants with physical disabilities. Applicants should refer to the Bureau's Diversity, Freedom and Democracy Guidelines in the Proposal Submission Instructions (PSI).

3. Institutional capacity and track record: Proposals should include (1) the institution's mission and date of

establishment; (2) a summary outline of prior awards--U.S. government and/or private support received for programs of a similar nature, including, preferably, the ability to conduct programs of a similar nature in a range of different geographical and political environments; and (3) descriptions of experienced staff members who will implement the program. The proposal should reflect the institution's expertise in the subject area and an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau grants as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposed personnel and institutional resources should be adequate and appropriate to achieve the program's goals. The Bureau strongly encourages applicants to submit letters of support from relevant partners who would be involved in the program as hosts.

4. Program evaluation: Proposals should include a detailed plan to monitor and evaluate the effectiveness and overall impact of the project. The ECA preference is for

third party entity to conduct these evaluations. Project objectives should target clearly defined results in quantitative terms. Competitive evaluation plans will describe how applicant organizations would measure these results, and proposals should include draft data collection instruments (surveys, questionnaires, de-briefing sessions, etc.) The proposal should include a plan to evaluate the program's success in meeting its goals, both as the activities unfold and after they have been completed.

5. Cost-effectiveness and cost sharing: The applicant should demonstrate efficient use of Bureau funds. The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. The proposal should maximize cost sharing through other private sector support as well as institutional direct funding contributions, which demonstrates institutional and community commitment.

VI. Award Administration Information

VI.1. Award Notices

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and mailed to the recipient's responsible officer identified in the application. Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition.

VI.2. Additional Requirements for the Palestinian

Authority, West Bank, and Gaza. All awards made under this competition must be executed according to all relevant U.S. laws and policies regarding assistance to the Palestinian Authority, and to the West Bank and Gaza. Organizations must consult with relevant Public Affairs Offices before entering into any formal arrangements or agreements with Palestinian organizations or institutions.

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please

contact Steve Ramirez at (202) 632-6056 or RamirezJS@state.gov for additional information.

VI.3 Special Provision for Performance in a Designated Combat Area (Currently Iraq and Afghanistan) (December 2008)

All Recipient personnel deploying to areas of combat operations, as designated by the Secretary of Defense (currently Iraq and Afghanistan), under assistance awards over \$100,000 or performance over 30 days must register in the Department of Defense maintained Synchronized Pre-deployment and Operational Tracker (SPOT) system.

Recipients of federal assistance awards shall register in SPOT before deployment, or if already in the designated operational area, register upon becoming an employee under the assistance award, and maintain current data in SPOT. Information on how to register in SPOT will be available from your Grants Officer or Grants Officer Representative during the final negotiation and approval stages in the federal assistance awards process. Recipients of federal assistance awards are advised that adherence to this policy and procedure will be a requirement of all final federal assistance awards issued by ECA.

Recipient performance may require the use of armed private security personnel. To the extent that such private security contractors (PSCs) are required, grantees are required to ensure they adhere to Chief of Mission (COM) policies and procedures regarding the operation, oversight, and accountability of PSCs.

VI.4 Administrative and National Policy Requirements:

Terms and Conditions for the Administration of ECA agreements include the following Office of Management and Budget (OMB) Circulars:

OMB Circular No.	Title
A-122	Cost Principles for Non-Profit Organizations
A-21	Cost Principles for Educational Institutions
A-87	Cost Principles for State, Local and Indian Tribal Governments
A-110 (Revised)	Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
A-102	Grants and Cooperative Agreements With State and Local Governments
A-133	Audits of States, Local Government, and Non-Profit Organizations

Please reference the following websites for additional information:

<http://www.whitehouse.gov/omb/grants>.

<http://fa.statebuy.state.gov>

VI.5. Reporting Requirements: You must provide ECA with a hard copy original plus two copies of the following reports:

VI.5a. A final program and financial report no more than 90 days after the expiration of the award;

VI.5b. A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This one-page report will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.

VI.5c. An SF-PPR, "Performance Progress Report" Cover Sheet with all program reports.

VI.5d. Quarterly reports. Quarterly program and financial reports should be submitted for the duration of the program. For program reports, award recipients will be required to provide reports analyzing their evaluation findings to the Bureau. (Please refer to section IV.3.d.3, "Program Monitoring and Evaluation") All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the

Bureau upon request. All reports must be sent to the ECA Grants Officer and ECA Program Officer listed in the final assistance award document.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports.

VI.6. Additional Program Data Requirements:

VI.6a. Data on Program participants and activities. Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau as required. At a minimum, the data must include the following: Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.

VI.6b.Travel. Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three work days prior to the official opening of the activity.

VII. Agency Contacts

For questions about this announcement, contact: Carol Herrera, U.S. Department of State, Office of Citizen Exchanges, Professional Fellows Division, SA-5. 3rd Floor, 2200 C Street, NW, Washington, DC 20037, phone: (202) 632-6054, fax: (202) 632-9355, email: professionalexchange@state.gov

All correspondence with the Bureau concerning this RFGP should reference the title (Open Competition for Professional Fellows Program) and number (ECA/PE/C-12-01). Please read the complete announcement before sending inquiries or submitting proposals. Once the RFGP deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

VIII. Other Information**Notice**

The terms and conditions published in this RFGP are binding and may not be modified by any Bureau representative.

Explanatory information provided by the Bureau that contradicts published language will not be binding.

Issuance of the RFGP does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements per section VI.3 above.

Ann Stock

Date

Assistant Secretary for Educational and Cultural Affairs
Department of State

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J. Adam Ereli

Date

Principal Deputy Assistant Secretary

Bureau of Educational and Cultural Affairs

U.S. Department of State